Logging into Blackboard

In your web browser, enter the following address: **blackboard.brynmawr.edu**

https://blackboard.brynmawr.edu/webapps/portal/frameset.jsp

In the **Login Screen**, type “**bmc.**” and your **username** (usually first initial and last name). For example, John Smith’s might be: bmc.jsmith

Enter your password in the appropriate field. If you do not know your password, then click the **“Need a password?”** link to reset it.

After you log into Blackboard, you will see a welcome screen that includes a list of the courses you are teaching on the right hand side of the screen.

**To customize a course:**

1. Click on its name in this list. You will see the entry point (homepage) for the course you selected. On the left side of the screen, beneath your menu items, you will see a tool box.
2. Click on the **“Control Panel”** link beneath the course map. The control panel is where you will be able to add content and make changes to your course site.
Your control panel is divided into six areas:

- **Content Areas**: where menu items such as your syllabus, course documents, assignments, and external links appear. Note that you can add or change the content areas that appear on each of your course sites.

- **Course Tools**: where you can adjust the functions used on your board.

- **Course Options**: where you change the appearance and basic settings of your site, such as adding a banner or menu item or altering the language setting.

- **User Management**: where you can add and drop students in your course. Note that this only will affect a student’s Blackboard access and not the actual registration status.

- **Assessment**: where you can create online tests and surveys, see usage statistics for your site, and maintain an online Grade Center.

- **Help**: where you can find documentation and tutorials for Blackboard.